Mayor Salvatore Mancini Union Free Public Library and Cultural Center

Technology Plan

2005 – 2008

Technology Mission Statement

The Mayor Salvatore Mancini Union Free Public Library and Cultural Center will provide patron access to services in a wide variety of formats both within the library and from remote locations. These services will include local, national, international and government information as well as databases and downloads of books and information in various electronic and audio formats via the Internet and Local Area Network. Both staff and patrons will find these systems easy to use, with fast response times for all systems and networks.

Technology Assessment: Current Inventory and Operations

Pending migration to the Millennium Client (III), the following changes are anticipated by the Spring of 2006: replacing computers at the Circulation and Reference Desk with those meeting the requirements for running Millennium Applications.

Telecommunications:
Dedicated T -1 line to Providence Central Library
HyperEdge Circuit assignment Card
Cisco 2600 Series Router
Packeteer 2500 Series
Nortel Networks BayStack 450-24T Switch
Cisco IO/IOO/IOOO Ethernet Catalyst 2980 G-A

Internal Cabling:
Category 5 UTP Plenum Cable to 71 drops (Enhanced - Level 7)

LAN Equipment
Compaq Proliant ML370 Server (to be replaced in 2006 with a Dell PowerEdge 2800 Server)
Intel Pentium III CPU,1266MHZ AT/AT Compatible 785,952 KB RAM
Windows 2000 Server Professional
UPS: 2 APC Smart-UPS with Automatic Shutdown Software

Hardware: (updated)

11	Dell OptiPlex GX110 Small Form Factor/Mini Tower Computers
2	Dell Latitude 800 Laptop Computers, 1Ghz PIII w/CD- RW, DVD, NIC installed
1	Dell Latitude 600 Laptop Computer
1	Gateway E6000 Series with 15" Flat Panel Monitor
5	Dell OptiPlex GX240 Small Form Factor/Mini Tower Computers with 15" Flat Panel Monitors
1	Dell OptiPlex GX240 Small Form Factor/Mini Tower Computers with 17" Flat Panel Monitor
3	Dell OptiPlex GX260 Small Form Factor/Mini Tower Computers with 15" Flat Panel Monitors

4	Dell OptiPlex GX260 Small Form Factor/Mini Tower Computers with 17" Flat Panel Monitors
25	Dell OptiPlex GX270 Small Form Factor/Mini Tower Computer with 15" Flat Panel Monitor
1	Dell OptiPlex GX270 Small Form Factor/Mini Tower Computer with 17" Flat Panel Monitor
9	Dell OptiPlex GX280 Small Form Factor/Mini Tower Computer with 15" Flat Panel Monitor
1	Dell OptiPlex GX280 Small Form Factor/Mini Tower Computer with 17" Flat Panel Monitor
2	Dell Axim PDA's

Software: (updated)
All LAN integrated computers are running Microsoft Office 2000 through Windows 2000
PC Reliance
Norton Anti-Virus Enterprise Edition
Circulating CD-ROM collection
Microsoft Office Suite 2003

Printers/ Peripherals: (updated)
1 HP Color LaserJet 4600dn
1 HP LaserJet 4000N
1 HP color LaserJet 4650n
6 HP 6P LaserJet Printers
5 LaserJet 2200d
6 LaserJet 2420d
1 HP 1220c DeskJet Printer
1 HP 932C color DeskJet Printer
1 HP psc 2175 xi all-in-one Printer-Scanner-Copier
1 HP psc 2355psc all-in-one Printer-Scanner-Copier
1 HP Scanjet 4670 Scanner
1 Epson Perfection 2480 Photo Scanner
1 Minolta PS 3000 Scanner/Printer

Laser Scanners:
8 Metrologic Model:MS6720 Wedge

Contracts:
Cooperating Libraries Automated Network (CLAN) includes DYNIX licensing
Aegis Associates, Inc. which covers the LAN equipment detailed in this report

Staffing:
Our Technology Coordinator has overall responsibility for the LAN system. There is shared
responsibility among the staff for other different systems since nothing we are running is
very complicated.

Goals. Objectives. Activities

Expanded Services:

Goal I.

> The Mayor Salvatore Mancini Union Free Public Library and Cultural Center has a LAN system with numerous access points.

1. We will continue to support, improve, upgrade and expand our LAN system.

> We increased the number of terminals to 63 in Fiscal 2005 and will continue to increase on an as needed basis
>
> Upgrade the operating system and adding switches as needed
>
> Replace the servers with Dell PowerEdge 4400 or equivalent servers as recommended by CLAN   (Server scheduled to be replaced in 2006 with a Dell PowerEdge 2800)
>
> Upgrade the LAN workstations to faster processors as needed

Goal II.

> The Mayor Salvatore Mancini Union Free Public Library and Cultural Center will continue to expand its range of services by contracting with various information providers for a number of standard library reference sources and tools as well as some specialized databases obtained independently or through group purchases with other CLAN libraries and other cooperative resource sharing ventures. .

1. We are currently participating in some group purchasing and will continue to update our plan for providing services most requested by North Providence patrons.

> Make an annual needs assessment
>
> Keep abreast of products and vendors
>
> Make agreements for purchases

Goal III.

> The Mayor Salvatore Mancini Union Free Public Library and Cultural Center's web site will serve as a gateway to a wealth of local as well as global information.
>
> 1. To maintain the currency of local information and expand links to relevant resources.
> 2. Continue to monitor our site toward "Bobby" compliance.
> 3. Offering electronic and audio book downloads for patrons through our membership in the OverDrive Digital Reserve scheduled to begin in January, 2006.

Goal IV.

> The Mayor Salvatore Mancini Union Free Public Library will position itself to be able to respond to our patrons request for computer/Internet training. Classes are offered on a regular basis including instructi
> ons for using the World Wide Web, Library On-Line Catalog, and Microsoft applications.

> 1. We received funding for our Computer Lab facilities to support our patrons requests for training opportunities.

> > We will pursue funds to upgrade the lab workstations and facilities as needed. As of 2004, all computers in the Lab have been upgraded.

Goal V.

> To further expand our word processing note taking services for the public, we are offering AlphaSmart technology both for in library and circulating use. These "computer companions" hold about 100 pages of text spread across eight files. Your work on them can be sent directly to a printer or to a PC as a text document and they are compatible with virtually all current computers and printers.
> > We have purchased 20 AlphaSmarts
> > > Classes have also been offered to both adults and children in the use of this technology.

Internal Wiring (updated)

Goal I.

> The Library will install additional hard wire drops if needed. Currently, the Library offers wireless connectivity to our patrons.

Staffing

Goal I.

> The Library will provide adequate staffing to maintain a high level of service using electronic resources.

> 1. To hire staff specifically for an AudioVisual Technology Department.

> > We have a Full Time Technology Coordinator
> > We will continue to explore the possibility of other staff

Training

Goal I.

The Library will identify and address training needs of both staff and patrons.

> 1. To provide staff training both in-house and through relevant workshops and courses both on the Internet and in person

Provide for the Technology Coordinator to receive on-site training from a
qualified technician as needed
Send assigned staff to relevant Windows workshops each year
Send assigned staff to Internet workshops each year

2. To provide instruction to patrons using library applications

Offer individual and group orientation using the World Wide Web.
Offer group instructions for students using electronic resources.
Offer informal instruction for individual patrons using electronic reference resources

Budget
Goal I.

The Library will provide adequate funds to increase the level of electronic resources each
year.

1. To seek funding from the Town budget, and grants from the State of
Rhode Island and private foundations.

Maintenance
Goal I.

The Library will maintain current contracts and add contracts for new services as they
are purchased.

Evaluation
Goal I.

The success of the plan will be judged by the ability of the Library to meet the goals and
objectives as set forth above. The plan will be reassessed each year to evaluate progress
and modify objectives.

Other Technology Systems/ Equipment:

Video Technology:
While the Library remains committed to providing a wide ranging videocassette collection to our
public, we recognize that many are migrating to the DVD format for it's obvious advantage. Thus
we have established a DVD collection and will gradually increase the proportion of DVD
purchases to videocassette purchases. Our Circulation Department staff has the responsibility of
this collection. The equipment currently on hand for this technology consists of

Videotape/CD Inspection/ Cleaning:
1 RTI Videotape Inspector/Cleaner Model 490 w /Defect Search 400 Series
1 RTI DiscChek ECO Optical Disc Repair System
1 RTI DiscChek Model 24-21 Single Inspection Station CRT Display & Custom
keypad
Televisions: **(updated)**
1 NEC TYPI 4030EN in Community Room for Meeting use
1 Panasonic CT -2763wi
1 Sanyo Flat Screen DS24424

VCRs:
> 2 JVC VHS HR-A591V
> 1 GE VCR Plus VG4064

DVD Player
> 1 JVC XV-N44 DVD/SUPER

Cameras:
> 1 Panasonic Model PV-320D Video Camera
> 1 Canon-ZR-50mc Digital Video Camcorder
> 1 Canon PowerShot AIO Digital Camera
> 1 Sony Mavica MVC CD 400 Digital Camera

Other Goals related to this technology
> Explore Video Projection again.

Filmstrips : We continue to maintain a small filmstrip collection for staff and professional only

Filmstrip Projectors:
> 1 Dukane A-V Matic Filmstrip Projector with cassette included

Film Projectors:
> 1 Kodak Ektagraphic CT 1000 I6mm Projector

LCD Projector
> Mitsubshi XGA DLP LCD Data Projector

Slides:
> Slide Projectors:
> > 1 Kodak Ektagraphic Slide Projector Model AF-2

Screens:
> 60" Insta- Theater Screen
> 100" Insta- Theater Screen
> Hitachi White Board System

Overheads:
> Bell & Howell Overhead Projector

Disk Cleaner
> Skip Doctor MD Pro

Audio Technology: We continue to maintain and expand our Books on Tape collection and have recently started a Books on CD collection. We will also be offering e-book and audio book downloads for patrons through our membership in the OverDrive Digital Reserve scheduled to begin in January, 2006.

Cassette/Radio/CD Players:
> 1 AIWA Model CSD -ES227
> 1 CASIO Model CD –310S
> 1 AIWA Model CSD-A110
> 1 AIWA Model CSD-ES220U
> 1 AIWA Model TD-31

Microform Technology:
> Microfilm/Microfiche/Reader/Printers:
> > 1 Minolta RP503

> Microfilm Readers:
> > 1 Bell & Howell Mark II Microfilm reader

Video Display System

In order to keep our public up to date on our programs and services, we have installed a Video Display system which is visible to all upon entering the Library. The Technology Coordinator is responsible for keeping it updated and running. Department Heads are to submit copy to the Coordinator in a timely manner.

Video Display Equipment
> Sharp 32" Color Television
> Dell OptiPlex GX110 Computer With Monitor
> Al Tech Max View

Goals, Objectives, Activities, related to this system

1. We will keep current as to available technical upgrades and expansion possibilities.
2. Strive for cohesive presentation with our web site information when possible.

Security System

Our Technology Coordinator has overall responsibility for this system. This system can usually be accessed by the Director or the Coordinator although other staff can access in an emergency situation.

Security System Equipment
POS Watch EZ Drive with monitor
16 security cameras

Goals, Objectives, Activities related to this system

1. We will expand the system to provide coverage of more problem areas. We have applied to the Champlin Foundation for this and will explore other systems which could possibly be more cost effective.

2. We will strive for a system which could be accessed via the Internet so the Library Administrator and/or Security Personnel can better access the seriousness of a call from our security service such as a burglar alarm, noise or intrusion alert with a view in doing so saving the staff and Police Department a lot of time.

Approved By The Board of Trustees

12/15/2005